

Parish Director of Evangelization
Saint Brigid of Kildare
Position Description

NAME:

DATE: May 2021

JOB TITLE *Director of Evangelization*

SUPERVISOR: Pastor

STATUS: Full-Time, exempt

I. GENERAL DESCRIPTION

- **The Director of Evangelization shares the Gospel message in all forms of media, old and new. This individual focus on adult and youth formation and coordination of outreach to those who seek to join the faith and rediscover the Church, small group culture, and prepare families for infant Baptism.**

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Develop the parish's RCIA process and develop a team to accompany adults to receive the Sacraments of Initiation.**
- **Prepare and accompany families in preparation of infant Baptism.**
- **Facilitate Adult Faith Formation classes, evenings of reflection, retreats, etc. to help others deepen their call to discipleship.**
- **Facilitate youth ministry to those in middle and high school.**
 - **Recruit and build appropriate staff and volunteers for the task**
- **Help prepare and implement small group culture in the parish**
 - **Recruit and build volunteer leaders**
 - **Select and distribute material to leaders**
 - **Help groups form and troubleshoot with leaders**
- **Assist the Coordinator of Faith Formation in nourishing and forming catechists or as requested**
- **Advocates for the catechetical budget to Parish Leadership & Parish Financial Council**

III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- **The Parish Director of Evangelization reports to the Pastor and leads the formation office. As a team leader must be able to collaborate with other staff and volunteers of the formation team for youth, children and Sacramental preparation.**
- **The Director of Evangelization will also interface with the school coordinator of formation, principal and formation committee of the Programs and Services Committee**

IV. WORKING CONDITIONS

- **Work is performed primarily in an office setting.**
- **Employee is required to do extensive close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and**

use repetitive motion of the hands/wrists and feet.

- The employee may be need to lift up to 25 lbs.
- The director of Evangelization will be required frequently to work Sundays and evenings

V. QUALIFICATIONS & SKILLS

- Degree or certificate in adult or youth ministry, or theology
- Strong verbal and written communication
- Highly organized, able to prioritize, mutually accountable and self-motivated
- Proficient in Microsoft and Google suite of office products
- Able to utilize PDS or other Parish data base to coordinate communications via postal service or e-mail
- Adhere to all Diocese and parish protection of youth standards
- Possess a strong Catholic Identity, and loves the Church and has demonstrated that with service or mission projects
- Previous experience in faith formation or evangelization

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee

SIGNATURES

- *Supervisor's to indicate assignment of duties, line of supervision*
- *Employee's, after hire, to indicate acceptance of duties and supervision*

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Saint Brigid of Kildare of Midland seeks a full-time lead for its faith formation department. The Director of Evangelization will be responsible for adult and youth formation and the preparation of families for infant Baptism. This is a 21st century Catholic evangelist, offers opportunities to serve those who may have fallen away from the faith or are only just beginning to hear the voice of God in their lives. Applicants should hold a degree or certificate in theology or catechesis and have at least 5 years of experience in position at a parish or other Catholic institution. Please address a letter of interest, resume and references to Fr. Andy Booms, 207 Ashman St. Midland, MI 48640. Frandyb@stbrigid-midland.org